

FY 2005 REQUEST FOR PROPOSAL

APPLIED TECHNOLOGY EDUCATION SERVICES WORK-BASED LEARNING COORDINATION

Duration of Program: July 1, 2004 to June 30, 2005

Availability of Funding: Approximately \$1,220,059

Funding Procedure:

Funding from the ATE ongoing allocation will be provided to districts for work-based learning on a non-competitive basis through this application process. Local recipients of funds receive support from this ongoing funding source based upon performance and adherence to the agreed upon standards cited in Utah State Board of Education Rule R277-916-6 and the conditions explained in this application. Local recipients are required to provide a 100% match of funds received under this application.

Eligible Applicants:

Utah School Districts

Statement of Purpose:

These funds are being provided to support work-based learning coordination personnel and programs at district cone sites. These funds and the local match are designated **EXCLUSIVELY** for salary, benefits, travel and staff development of WBL personnel and development of work-based learning programs in district cones.

Assurances & Accountability:

Each district will assure that the stipulations and conditions described herein are met. A completed *Work-based Learning Assurances Checklist* is required for each cone to be funded under this application. See accompanying *Work-based Learning Assurances Checklist*. For all indicators not meeting at least a good (3) rating on the checklist, a written statement must be attached describing how and when the indicator will be brought up to standard. The *Work-based Learning Assurances Checklist* is an assessment tool that enables you to review the status of your program. It also serves as a guide for the Utah State Office of Education to meet your technical assistance needs. **Due May 20, 2005 for FY 05.**

Each district will report what work-based learning services were delivered in the funded cone site(s). The *Work-based Learning Accountability Report* serves as a method to collect statewide data for work-based learning. You can also use this data in determining program direction and needs. **Due May 20, 2005 FY05.**

Application Procedure – Part 1:

Proposals must be submitted on approved forms and must conform to submission deadlines. Each district is being asked, by **May 21, 2004 not later than 5:00 pm** to:

- 1) Complete *District Application Form*
- 2) Complete a *Cone Application Form* for each cone site to be funded during the 2004-05 school year
- 3) Complete *Action Plan Form* for each cone site to be funded during the 2004-05 school year
- 4) Submit a copy of each WBL coordinator's tentative class/work schedule for the 2004-05 school year, which outlines time dedicated to work-based learning
- 5) Submit copy of district work-based learning policy

Continued

Application Procedure – Part 2:

Each district is being asked, by **May 20, 2005 not later than 5:00 pm** to:

- 1) Complete an *Assurance Checklist* for each cone site funded during the 2004-05 school year
- 2) Complete an *Accountability Report* for each cone site funded during the 2004-05 school year

Send the completed forms to:

Shannon B. Fischio, Work-based Learning Specialist
Utah State Office of Education
250 East 500 South
PO Box 144200
Salt Lake City, UT 84114-4200

Application Review

Proposals will be reviewed as the Utah State Office of Education receives them. Incomplete applications will jeopardize funding. You will be notified if additional information is needed.

DISTRICT APPLICATION
for
2004-2005 WORK-BASED LEARNING FUNDING
Due May 21, 2004 for 2004-05

1. Applicant District: _____

Address: _____

City: _____ Zip Code: _____

2. District ATE Director Name:

Address, if different than above: _____

City: _____ Zip Code: _____

Work Phone: _____ Summer Phone: _____

Summer Address: _____

City: _____ Zip Code: _____

3. List cones that are to be funded to provide work-based learning coordination services during the 2004-2005 school year.

DISTRICT APPLICATION
for
2004-2005 WORK-BASED LEARNING FUNDING
continued

4. Assurances and Accountability:

- All funds will be utilized to meet the purposes and requirements of the work-based learning program.
- For **EACH** cone requesting funding, a *Work-based Learning Cone Application and Action Plan* will be completed by the cone work-based learning personnel in conjunction with district personnel. ***Due May 21, 2004 for FY05 funding.***
- For **EACH** cone requesting funding, a *Work-based Learning Assurances Checklist and Accountability Report* will be completed by the cone work-based learning personnel in conjunction with district personnel and signed by:
 1. Cone WBL Personnel
 2. High School Administrator
 3. ATE Director

Due May 20, 2005 for FY05 funding.

- Each proposed funded site has submitted a copy of each coordinator's tentative class/work schedule for the 2004-05 school year.
- The ATE director will actively assist the cones to meet the standards and assurances associated with the work-based learning program.
- Work-based learning personnel will participate in regional and state training and monitoring visits as provided by USOE.
- The district will utilize the full allocation of funds exclusively for work-based learning personnel and support inservice training activities as adopted by the Utah State Board of Education.

5. Signatures:

District ATE Director: _____

Date: _____

District WBL Coordination Personnel - where applicable: _____

Date: _____

CONE APPLICATION
for
2004-2005 WORK-BASED LEARNING FUNDING
Due May 21, 2004 for 2004-05

*Please complete a separate **Cone Application Form** for each cone applying for funding. The high school administrator's signature and ATE director's signature must accompany each form.*

1. **District:** _____

2. **Cone Site:** _____

3. **Cone Schools:**

High School:

Address: _____

City: _____ Zip Code: _____

Principal: _____ Phone Number: _____

Junior High/Middle Schools:

Name: _____ Principal: _____

Name: _____ Principal: _____

Name: _____ Principal: _____

Name: _____ Principal: _____

Name: _____ Principal: _____

Name: _____ Principal: _____

Name: _____ Principal: _____

Name: _____ Principal: _____

Elementary Schools:

Name: _____ Principal: _____

Name: _____ Principal: _____

Name: _____ Principal: _____

Name: _____ Principal: _____

Name: _____ Principal: _____

Name: _____ Principal: _____

Name: _____ Principal: _____

Name: _____ Principal: _____

Name: _____ Principal: _____

Name: _____ Principal: _____

CONE APPLICATION
for
2004-2005 WORK-BASED LEARNING FUNDING
continued

4. Funded WBL personnel serving this cone:

Name: _____
Office Location: _____ Work Phone: _____
E-mail Address: _____
Summer Address: _____ Summer Phone: _____
City: _____ Zip Code: _____

Name: _____
Office Location: _____ Work Phone: _____
E-mail Address: _____
Summer Address: _____ Summer Phone: _____
City: _____ Zip Code: _____

Name: _____
Office Location: _____ Work Phone: _____
E-mail Address: _____
Summer Address: _____ Summer Phone: _____
City: _____ Zip Code: _____

5. Cone Assurances:

The district and cone site identified above hereby agree to provide a coordinated work-based learning program and work to meet the standards requirements as adopted by the Utah State Board of Education Rule R277-916-6 and as outlined in this application:

6. Signatures:

District ATE Director: _____

Date: _____

District WBL Coordination Personnel - where applicable: _____

Date: _____

ACTION PLAN
for
2004-2005 WORK-BASED LEARNING FUNDING
Due May 21, 2004 for 2004-05

Write a brief paragraph (3-7 sentences) on how/what work-based learning services will be provided to each population group in the cone during the 2004-05 school year. Consider not only current WBL activities in cone; address if there are new WBL activities that you are implementing.

Cone: _____ Date Completed: _____

Grades 11-12

Grades 9-10

Grades 7-8

Grades K-6

Teachers

WORK-BASED LEARNING ASSURANCES CHECKLIST

Due May 20, 2005 for 2004-05

Cone: _____ Date Completed: _____

Utah State Board of Education Rule R277-916-6 states, "Work-based Learning (WBL) shall be integrated into all levels of the education delivery system and shall be coordinated within the cones of the district and between regions."

For purposes of this document, the following definition will apply to work-based learning programs:

Work-based learning is a coherent sequence of career awareness, exploration, job training and workplace experience activities that are coordinated with school-based learning activities. There are work-based learning activities appropriate for every grade level, K-12, to support students in developing career awareness, exploring career options, developing appropriate workplace skills and relating academic skills to real world applications.

This checklist is part of the annual *Work-based Learning Funding Application*. It serves a dual purpose of self-evaluation to determine program strengths and weaknesses and to provide information to the Utah State Office of Education in order to meet technical assistance needs. This checklist will also be discussed when district and/or Utah State Office of Education staff make program approval monitoring visits to the schools.

Please rate each indicator below using the following criteria:

1 = MAJOR Improvement Needed **2** = MINOR Improvement Needed **3** = GOOD **4** = SUPERIOR

For items rated 1 or 2, please attach a written description of plans to meet the indicator.

To be eligible for WBL funds, districts/schools shall:	
1. Have the program approved by the local board	1 2 3 4
1.1 A copy of board approval (minutes) is attached: (one copy per district application)	
1.1 (a) Addresses work-based learning career awareness, exploration, orientation and preparation activities K-12	
1.1 (b) Addresses <i>Work-based Learning Liability Policy, SB-28</i>	
1.2 The board supports the use of USOE sponsored	
1.2 (a) <i>Utah's Work-based Learning Manual</i>	
1.2 (b) Work-based learning endorsement criteria	
1.2 (c) Utah work-based learning coordinator standards document	
1.2 (d) Partnership agreements	

2. Employ qualified work-based learning coordination personnel	1 2 3 4
2.1 All work-based learning personnel meet work-based learning licensure qualifications	
2.2 All work-based learning personnel have passed background checks	
2.3 All work-based learning personnel have completed the state-approved work-based learning basic training (30 hours)	
3. Document that a work-based learning committee representing all schools within the cone, parents and the business community has been created, is functioning effectively and regularly addresses work-based learning issues	1 2 3 4
3.1 A work-based learning committee is identified for each cone and meets a minimum of two (2) times per year	
3.2 Committee membership includes a representative from each building in the cone, parent(s), a business representative(s) and work-based learning personnel	
3.3 Work-based learning appears in meeting agendas and minutes to document that work-based learning needs are being addressed	
4. Complete a cone-wide student/parent/teacher work-based learning needs assessment	1 2 3 4
4.1 The cone's work-based learning program needs have been identified for the present funding year in coordination with work-based learning cone activities	
5. Develop work-based learning preparation, participation and evaluation activities for students and teachers involved in all work-based learning cone activities	1 2 3 4
5.1 Preparation	
5.1 (a) Community partnerships are established	
5.1 (b) Training agreements, skills grids and other forms/documents as outlined in state <i>Work-based Learning Manual</i> are used	
5.1 (b)(i) Workplace agreements contain an assurance of nondiscrimination based on gender, race, color, national origin and disabilities that is signed by both the employer and the school	
5.1 (c) SEOP coordination is assured	
5.2 Participation	
5.2 (a) Identify K-12 work-based learning activities provided during this funding year: Evaluate each item checked using definition in state <i>Work-based Learning Manual</i> <ul style="list-style-type: none"> <input type="checkbox"/> Apprenticeships <input type="checkbox"/> Career Fairs <input type="checkbox"/> Clinical Work Experiences <input type="checkbox"/> Cooperative Work Experiences <input type="checkbox"/> Educator Internships <input type="checkbox"/> Field Studies <input type="checkbox"/> Guest Speakers <input type="checkbox"/> Job Shadows <input type="checkbox"/> School-based Enterprises <input type="checkbox"/> Service Learning Opportunities <input type="checkbox"/> Student Internships <input type="checkbox"/> Teacher Internships <input type="checkbox"/> Other, please specify: _____ 	

	5.2 (b) Describe outreach in cone.	
	5.2 (b) (i) Describe high school level outreach. How and what services are offered at the high school level?	
	5.2 (b) (ii) Describe middle/junior high school level outreach. How and what services are offered at the middle/junior high school level?	
	5.2 (b) (iii) Describe elementary school level outreach. How and what services are offered at the elementary school level?	
5.3 Evaluation		
	5.3 (a) Employer coordination visits, including periodic internship site visits for every student	
	5.3 (b) Participating employer evaluations are completed at the end of each activity	
	5.3 (c) Student evaluations are completed at the end of each activity	
6. Maintain evidence that work-based learning components have been integrated and coordinated with elementary career awareness, secondary career exploration and preparation activities, integrated core curriculum activities, Technology, Life and Careers, comprehensive guidance and counseling		1 2 3 4
	6.1 Work-based learning coordination personnel are in place to develop, monitor or facilitate:	
	6.1 (a) Elementary career awareness activities including Core Career Connection activities	
	6.1 (b) Secondary career exploration and preparation activities, including TLC work-based learning days	
	6.1 (c) Related work-based learning training including student internships seminars/critical workplace skill classes, etc.	
7. Maintain evidence that work-based learning activities are developed in coordination with IEP/SEP/SEOP/504 requirements in each cone		1 2 3 4
	7.1 Student participation in work-based learning activities is based upon each student's academic/career planning process	
	7.2 A process is in place to communicate student career goals/objectives to work-based learning personnel	
	7.3 Work-based learning personnel receive appropriate cone/district IEP/SEP/SEOP/504 training	

8. Require the inclusion of all student groups within the cone in work-based learning activities	1 2 3 4
8.1 Students of different gender, race, color, national origin and disabilities are given equal opportunity for participation in work-based learning activities	
8.2 In-house resources are utilized by work-based learning personnel to meet diverse student needs	
9. Demonstrate coordination with employers and with other school/community development activities	1 2 3 4
9.1 Use of appropriate documentation/forms as outlined in the state <i>Work-based Learning Manual</i>	
9.2 Work-based learning personnel coordinate with district/school calendars	
9.3 Work-based learning personnel have opportunity to meet regularly with cone administrators	
10. Verify that state work-based learning funds are supporting work-based learning personnel, that state funds are matched by the local recipient of funds, and that sufficient budget for work-based learning personnel facilities, materials, equipment and support staff is available	1 2 3 4
10.1 State work-based learning funds and matching funds are used exclusively to support work-based learning personnel for the purpose of developing, implementing and maintaining work-based learning programs as described herein	
10.2 Work-based learning funding is matched dollar for dollar according to State Board Rule R277-916-5	
10.2 (a) Identify how funding is matched	
10.3 Sufficient budget for work-based learning personnel, facilities, materials, equipment and support staff is provided	
11. Require work-based learning personnel to complete state-sponsored work-based learning coordinator basic training and participate in ongoing professional development activities	1 2 3 4
11.1 District/cone supports the work-based learning personnel's participation in related training, workshops and inservices	
12. Require work-based learning personnel to participate in state and district data collection and reporting	1 2 3 4
12.1 A database of the employer and other community partners is kept and maintained by each cone/district/region	
12.2 Work-based learning personnel participate in cone/district/region/state data collection and reporting	

Signatures:

Names and signatures of cone work-based learning personnel and the grade levels they serve:

Name **Signature** **Grade Levels**

1. _____

2. _____

3. _____

High School Administrator: _____ Date: _____
On Behalf of Cone

District ATE Director: _____ Date: _____

WORK-BASED LEARNING ACCOUNTABILITY REPORT

Due May 20, 2005 for 2004-05

Instructions

For the 2004-05 school year:

1. Check box if the cone participated in the WBL activity.
2. Identify the number of students that participated in each WBL activity.
3. Identify the number of activities offered. For example, you had four (4) guest speakers that served 129 students. Please note that the number of students and number of activities will be the same in many instances.

Cone: _____ Date Completed: _____

LEVEL	NUMBER OF STUDENTS	NUMBER OF ACTIVITIES
Grades 11-12 <input type="checkbox"/> Apprenticeships <input type="checkbox"/> Career Fairs <input type="checkbox"/> Clinical Work Experiences <input type="checkbox"/> Cooperative Work Experiences <input type="checkbox"/> Field Studies <input type="checkbox"/> Guest Speakers <input type="checkbox"/> Job Shadows <input type="checkbox"/> School-based Enterprises <input type="checkbox"/> Service Learning Opportunities <input type="checkbox"/> Student Internships <input type="checkbox"/> Other	Apprenticeships _____ Career Fairs _____ Clinical Work Experiences _____ Cooperative Work Experiences _____ Field Studies _____ Guest Speakers _____ Job Shadows _____ School-based Enterprises _____ Service Learning Opportunities _____ Student Internships _____ Other _____	Apprenticeships _____ Career Fairs _____ Clinical Work Experiences _____ Cooperative Work Experiences _____ Field Studies _____ Guest Speakers _____ Job Shadows _____ School-based Enterprises _____ Service Learning Opportunities _____ Student Internships _____ Other _____
Grades 9-10 <input type="checkbox"/> Career Fairs <input type="checkbox"/> Field Studies <input type="checkbox"/> Guest Speakers <input type="checkbox"/> Job Shadows <input type="checkbox"/> School-based Enterprises <input type="checkbox"/> Service Learning Opportunities <input type="checkbox"/> Other	Career Fairs _____ Field Studies _____ Guest Speakers _____ Job Shadows _____ School-based Enterprises _____ Service Learning Opportunities _____ Other _____	Career Fairs _____ Field Studies _____ Guest Speakers _____ Job Shadows _____ School-based Enterprises _____ Service Learning Opportunities _____ Other _____
Grades 7-8 <input type="checkbox"/> Career Fairs <input type="checkbox"/> Field Studies <input type="checkbox"/> Guest Speakers <input type="checkbox"/> Job Shadows <input type="checkbox"/> School-based Enterprises <input type="checkbox"/> Service Learning Opportunities <input type="checkbox"/> Other	Career Fairs _____ Field Studies _____ Guest Speakers _____ Job Shadows _____ School-based Enterprises _____ Service Learning Opportunities _____ Other _____	Career Fairs _____ Field Studies _____ Guest Speakers _____ Job Shadows _____ School-based Enterprises _____ Service Learning Opportunities _____ Other _____
Grades K-6 <input type="checkbox"/> Career Fairs <input type="checkbox"/> Field Studies <input type="checkbox"/> Guest Speakers <input type="checkbox"/> Job Shadows <input type="checkbox"/> School-based Enterprises <input type="checkbox"/> Service Learning Opportunities <input type="checkbox"/> Other	Career Fairs _____ Field Studies _____ Guest Speakers _____ Job Shadows _____ School-based Enterprises _____ Service Learning Opportunities _____ Other _____	Career Fairs _____ Field Studies _____ Guest Speakers _____ Job Shadows _____ School-based Enterprises _____ Service Learning Opportunities _____ Other _____
Teacher <input type="checkbox"/> Teacher Internships <input type="checkbox"/> Other	Teacher Internships _____ Other _____	Teacher Internships _____ Other _____

WORK-BASED LEARNING SUBMISSION CHECKLIST

For FY 05 Funding

This checklist is for your information only. As applications for work-based learning funds are submitted to the Utah State Office of Education for review, the below listed items must be included for your application to be considered whole. The Utah State Office of Education must receive completed forms no later than dates indicated below.

Part One

Due May 21, 2004 by 5:00 pm.

- ☐ *District Application Form*
- ☐ *Cone Application Form* for each cone site to be funded during the 2004-05 school year
- ☐ *Action Plan Form* for each cone site to be funded during the 2004-05 school year
- ☐ Copy of each WBL coordinator's tentative class/work schedule for the 2004-05 school year, which outlines time dedicated to work-based learning
- ☐ Copy of district work-based learning policy

Part Two

Due May 20, 2005 by 5:00 pm.

- ☐ *Assurance Checklist* for each cone site funded during the 2004-05 school year
- ☐ *Accountability Report* for each cone site funded during the 2004-05 school year

Send the completed forms to:

Shannon B. Fischio, Work-based Learning Specialist
Utah State Office of Education
250 East 500 South
PO Box 144200
Salt Lake City, UT 84114-4200